



***Family Violence Prevention & Intervention Program***

**SOLICITATION FOR OFFERS (SFO)**

Fiscal Year 2013 – 2014

**FOR MORE INFORMATION CONTACT:**

Kim LaCour, Program Coordinator  
Family Violence Prevention & Intervention Program  
225.342.2400

**MAIL OR DELIVER COMPLETED APPLICATION**

**TO: LA Department of Children and Family Services**  
*Family Violence Prevention & Intervention Program*  
Attn: Kim LaCour, Program Coordinator  
627 N. Fourth St. – Iberville Building – 5-313  
Baton Rouge, LA 70802

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**The LA Department of Children and Family Services Family Violence Prevention & Intervention Program** is funded under the Protection from Family Violence Act (LA R.S. 46:2121. et seq), The Family Violence Prevention and Services Act (FVPSA), Title III, Public Law 98-457 (FVPSA), as amended in 1996 by Public Law 104-235. The Act was again amended by The Keeping Children and Families Safe Act of 2003, Public Law 108-36 and amended further by Public Law 109-162 the "Violence Against Women and Department of Justice Reauthorization Act of 2005," as amended by Public Law 109-271, enacted on August 17, 2006. Temporary Assistance for Needy Families (TANF) funds are provided through Social Security Act, Title IV, Part A, as amended: Personal Responsibility & Work Opportunity Reconciliation Act of 1996 (PWORA), Public Law 104-192; Balanced Budget Act of 1997, Public Law 105-33, 45 CFR Parts 260-265.

The purpose of these grants is to: 1) assist in efforts to increase public awareness about, and primary and secondary prevention of, family violence, domestic violence, and dating violence; 2) assist in efforts to provide immediate shelter and supportive services for victims of family violence, domestic violence, or dating violence (Section 301 (b)(1-2) of the FVPSA, as amended by Section 201 of the Child Abuse Prevention and Treatment Act (CAPTA) Reauthorization Act of 2010, Pub.L. 111-320; and 3) assist in efforts to educate and train on the problem of statutory rape to law enforcement officials, educators, relevant counseling services and the general public.

The Executive Budget for the State of Louisiana for Fiscal Year 2013-2014 provides for family violence revenues from such Federal funds as Family Violence Prevention Services Act (FVPSA) and Temporary Assistance for Needy Families (TANF) funds, and statutory dedications --- Marriage License Fees and Civil Fees. All funding and awards are subject to appropriation.

*This solicitation provides for the distribution of the **FVPSA, TANF and State General funds (if appropriate)**. A separate certification form and application for funds from statutory dedications must be completed and is required for programs that will distribute revenues from marriage license and civil fees. The form must be returned to DCFS, Family Violence Prevention & Intervention Program with contract materials upon award.*

## DESCRIPTION

This Family Violence Prevention and Intervention solicitation for offers (SFO), administered through the Department of Children and Family Services (DCFS) is designed to assist family violence service providers in their efforts to support the establishment, maintenance, and expansion of programs and projects: 1) to prevent incidents of family violence, domestic violence, and dating violence; 2) to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; 3) to provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations and 4) to provide education and training on the problem of statutory rape to law enforcement officials, educators, relevant counseling services and the general public.

DCFS is committed to facilitating healing and recovery, and promoting the social and emotional well-being of victims, children, youth, and families who have experienced domestic violence, maltreatment, exposure to violence, and trauma. An important component of promoting well-being in this regard includes addressing the impact of trauma which can have profound impacts on coping, resiliency, and skill development. DCFS promotes a trauma-informed approach.

The DCFS Family Violence Grant funds shall be used to identify and provide grants to eligible entities for programs and projects within the State that are designed to prevent incidents of family violence, domestic violence, and dating violence by providing immediate shelter and supportive services for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, and which may be used to provide prevention services to prevent future incidents of family violence, domestic violence, and dating violence.

**Funds awarded to grantees for services must be used for:**

- Provision of immediate shelter and access (including transportation) to shelter 24 hours per day 7 days per week and related supportive services (Refer to Definitions on page 8) to adult and youth victims of family violence, domestic violence or dating violence and their dependents, including paying for the operating and administrative expenses of the facilities for a shelter.
- Provision of trained crisis intervention advocates available onsite to answer crisis hotline 24 hours a day.



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- Provision of assistance in developing safety plans, and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being.
- Provision of individual and group counseling, peer support groups available in multiple sites in day and evening hours, support groups must include children's component by a qualified children's advocate or counselor, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence.
  - A qualified child advocate/counselor should have training in a minimum of the following areas:
    - a. the developmental stages of childhood, including physical, social, cognitive, and emotional stages;
    - b. developmentally appropriate process;
    - c. a working knowledge of family violence and its effects on children (including the ways that mothers are often victimized by the child welfare and educational system, ect.);
    - d. assertive discipline techniques;
    - e. non-violent conflict resolution;
    - f. the warning signs of child abuse;
    - g. appropriate methods for interviewing children who have disclosed abuse;
    - h. how the child welfare system works and their role as "mandatory reporters."
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services.
- Provision of culturally and linguistically appropriate services.
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together.
- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or



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dating violence intervention and prevention, including: 1) assistance in accessing related Federal and State financial assistance programs; 2) legal advocacy to assist victims and their dependents; 3) medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), which does not include reimbursement for any health care services; 4) assistance locating and securing safe and affordable permanent housing and homelessness prevention services; 5) transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and 6) parenting and other educational services for victims and their dependents.

- Provision of prevention services, including outreach to underserved populations.
- Provision of the Quality Assurance (QA) standards must be imposed at sites where services are provided.
- Provision of educating and training on the problem of statutory rape to law enforcement officials, educators, relevant counseling services and the general public.

**Ensuring the Well-Being of Vulnerable Children and Families**

Children, youth, and families who have experienced maltreatment, exposure to violence, and/or trauma are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning.

This funding announcement and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of families.

**Understanding Experiences:** A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that "things will turn out alright." On the contrary, negative experiences can color how future experiences are understood. Ongoing exposure to family violence might lead children, youth, and adults to believe that relationships are generally hostile in nature and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions should seek to address how children, youth, and adults frame what has happened to them in the past and shape their beliefs about the future.

**Developmental Tasks:** People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children, youth, and families develop along a healthy trajectory.

**Coping Strategies:** The methods that children, youth, and families develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more likely to have an array of positive, productive coping strategies available to them as they go through life. For children, youth, and families who grow up in or currently live in unsafe, unpredictable environments, the coping strategies that may have been protective in that context may not be appropriate for safer, more regulated situations. Interventions should help children, youth, and families transform maladaptive coping methods into healthier, more productive strategies.

**Protective Factors:** A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families.

The skills and capacities in these areas support children, youth, and families as challenges, risks, and opportunities arise. In particular, each domain impacts the capacity of children, youth, and families to establish and maintain positive relationships with caring adults and supportive peers. The necessity of these relationships to social and emotional well-being and lifelong success in school, community, and at home cannot be overstated and should be central to all interventions with vulnerable children, youth, and families.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children, youth, and families. The Department of Children and Family Services promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health sequelae of trauma.



## **ANNUAL GRANTEE TRAINING AND TECHNICAL ASSISTANCE MEETING**

DCFS Family Violence Program grantees shall plan to have a minimum of 2 program staff persons to attend the annual grantee meeting. The DCFS grantee meeting is a training and technical assistance activity focusing on DCFS administrative issues, contract requirements, State Standards, and Federal requirements, as well as the promotion of evidence informed and promising practices to address family violence, domestic violence, dating violence and statutory rape. Grantees must allocate sufficient funding in the budget to provide 2 program staff persons attendance at the meeting. Subsequent correspondence will advise the grantees of the date, time, and location of the grantee meeting.

## **CLIENT CONFIDENTIALITY**

In order to ensure the safety of adult, youth, and child victims of family violence, domestic violence, or dating violence, and their families, DCFS-funded programs must establish and implement policies and protocols for maintaining the confidentiality of records pertaining to any individual provided domestic violence services. Consequently, when providing statistical data on program activities and program services, individual identifiers of client records will not be used by the grantees or sub-grantees.

In the annual grantee Performance Progress Report (PPR), grantees and sub-grantees must collect unduplicated data from each program. No client-level data should be shared with a third party, regardless of encryption, hashing, or other data security measures, without a written, time-limited release. The address or location of any DCFS supported shelter facility shall, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public and the confidentiality of records pertaining to any individual provided domestic violence services by any DCFS supported program will be strictly maintained.

## **COORDINATED AND ACCESSIBLE SERVICES**

It is essential that community service providers, including those serving or representing underserved communities, are involved in the design and improvement of intervention and prevention activities. Coordination and collaboration among victim services providers; community-based, culturally specific, and faith-based services providers; housing and homeless services providers; and Federal, State, and local public officials and agencies is needed to provide more responsive and effective services to victims of family violence, domestic violence, and dating violence, and their dependents.

To promote a more effective response to family violence, domestic violence, and dating violence, the Department of Children and Family Services requires grantees receiving

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funds under this grant announcement to collaborate with the family violence providers, law enforcement, faith based organizations, tribes, tribal organizations, service providers, and community-based organizations to address the needs of family violence, domestic violence, and dating violence, and for those who are members of racial and ethnic minority populations and underserved populations.

To serve victims most in need and to comply with Federal law, services must be widely accessible to all. Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. The HHS Office for Civil Rights provides guidance to grantees complying with these requirements. Please see:

<http://www.hhs.gov/ocr/immigration/bifsltr.html> for HHS Office of Civil Rights guidance on serving immigrant victims and <http://www.hhs.gov/ocr/discrimdisab.html> for guidance on the Americans with Disabilities Act and Rehabilitation Act of 1973.

Services must also be provided on a voluntary basis; receipt of emergency shelter or housing must not be conditioned on participation in supportive services.

## DEFINITIONS

Grantees should use the following definitions in carrying out their programs:

*Dating Violence:* Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

*Domestic Violence:* Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

*Family Violence:* Any act or threatened act of violence, including any forceful detention of an individual that: (a) results or threatens to result in physical injury; and (b) is committed by a person against another individual (including an elderly individual) to or with whom such person: is related by blood, or is or was related by marriage or is or was otherwise legally related, or is or was lawfully residing.

*Shelter:* The provision of temporary refuge and supportive services in compliance with applicable State law (including regulation) governing the provision, on a regular basis, of



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shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents.

*Supportive Services:* Services for adult and youth victims of family violence, domestic violence, or dating violence, and dependents exposed to family violence, domestic violence, or dating violence, that are designed to:

- Meet the needs of victims of family violence, domestic violence, or dating violence, and their dependents, for short-term, transitional, or long-term safety; and
- Provide counseling, advocacy, or assistance for victims of family violence, domestic violence, or dating violence, and their dependents.

Supportive services include:

1. Prevention services such as outreach, parenting, employment training, educational services, promotion of good nutrition, disease prevention, and substance abuse prevention;
2. Counseling with respect to family violence, counseling or other supportive services provided by peers, either individually or in groups, and referral to community social services;
3. Transportation and technical assistance with respect to obtaining financial assistance under Federal and State programs, and referrals for appropriate health care services (including alcohol and drug abuse treatment), but shall not include reimbursement for any health care services;
4. Legal advocacy to provide victims with information and assistance through the civil and criminal courts, and legal assistance;
5. Children's counseling and support services, and child care services for children who are victims of family violence or the dependents of such victims, and children who witness domestic violence.

*Statutory Rape: Louisiana Revised Statute: 14:80 **Felony Carnal Knowledge of a Juvenile***

- (1) A person who is seventeen years of age or older has sexual intercourse, with consent, with a person who is thirteen years of age or older but less than seventeen years of age, when the victim is not the spouse of the offender and when the difference between the age of the victim and the age of the offender is four years or greater; or
- (2) A person commits a second subsequent offense of misdemeanor carnal knowledge of a juvenile, or a person who has been convicted one or more times of violating one or more crimes for which the offender is required to register as a sex offender under R.S. 15:42 commits a first offense of misdemeanor carnal knowledge of a juvenile.

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*Louisiana Revised Statute: 14:80.1 **Misdemeanor Carnal Knowledge of a Juvenile***

(A) Misdemeanor carnal knowledge of a juvenile is committed when a person who is seventeen years of age or older has sexual intercourse, with consent, with a person who is thirteen years of age or older but less than seventeen years of age, when the victim is not the spouse of the offender, and when the difference between the age of the victim and age of the offender is greater than two years, but less than four years.

## GENERAL REQUIREMENTS

Respondents to this Solicitation must submit a completed Program Application to the LA Department of Children and Family Services, Family Violence Prevention & Intervention Program, on or before the **deadline of June 4, 2013 at 4:00pm**. The Department of Children and Family Services, Family Violence Program will adhere to the following schedule:

FISCAL YEAR 2013 – 2014 SCHEDULE	
<b>May 13, 2013</b>	Distribution of Solicitation for Offers
May 21, 2013	Technical Assistance Conference
June 4, 2013	<b><u>Completed Applications Due</u></b>
<b>June 10, 2013</b>	Review & Evaluations
June 14, 2013	Award notices sent out
July 1, 2013	Contracts begin

## MAXIMUM FUNDS

The estimated allocation of FVSPA, TANF and State General funds (if appropriated) is based on the Executive Budget presented to the Louisiana Legislature in the 2013-2014 fiscal year and is subject to change pending final legislative approval.

Awards will be made based on a program's status as an "Eligible Program" and other features that characterize its services and program operations. The Louisiana Department of Children and Family Services, *Family Violence Prevention & Intervention Program* is the final authority on determining a program's status or characterization. In the distribution of DCFS Family Violence grant funds, the grantee should ensure that not less than 70 percent of the funds distributed are used for the primary purpose of providing immediate shelter and supportive services (Refer to Definitions on page 8) to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents; not less than 25 percent of the funds will be used for the purpose of providing supportive services and prevention services.



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If a contractor has a due and outstanding evaluation report or a due and outstanding audit at the time of award, the contractor shall be deemed not in good standing with the Department, meaning that a new contract will not be entered into with contractor until such time as the outstanding report or audit is cleared.

Grant specifications, minimum and maximums awards may be revised at DCFS's discretion in consideration of individual applicant's needs, total Program funding requests, and available funding. DCFS reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of Program funds.

NOTICE: NO EXPENDITURE AUTHORITY OR FUNDING OBLIGATIONS SHALL BE IMPLIED BASED ON THE INFORMATION IN THIS SOLICITATION FOR OFFERS AND THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES IS UNDER NO LEGAL REQUIREMENT TO EXECUTE A CONTRACT ON THE BASIS OF THIS SOLICITATION.

### **GRANT PERIOD**

This Solicitation For Offers is an application for one year of grant funds, (FY 2013-14). The annual grant period begins July 1 and continues through June 30.

**During the term of funding, programs that receive funds agree to acknowledge the LA Department of Children and Family Services *Family Violence Prevention & Intervention Program* on all marketing communications – including general information about the program and/or services, the Statewide Toll Free Hotline, and participating agencies' logos or trademarks. DCFS seal must be identified on program letterhead and should be displayed on all formal correspondence.**

### **DATA COLLECTION AND OUTCOME MEASURES**

Grantees are required to use standardized reporting mechanisms to facilitate the collection of uniform, aggregate data on DCFS and FVPSA supported program services and client outcomes. The performance report includes funding, volunteers, narrative questions, people served, demographics, residential services, related services and assistance, advocacy, awareness, community education and public awareness, and outcome data. Reports are due monthly through the DCFS standardized format as specified at the grantee orientation meeting. Annual reports are due November 1 of each calendar year for the federal October 1- September 30 reporting period.

## REPORTING REQUIREMENTS

### Performance Reports

Grantees are required to submit an annual performance plan and report (PPR) to DCFS describing the activities carried out, and an assessment of the effectiveness of those activities in achieving the purposes of the grant. Further guidance regarding the assessment requirement is included in the PPR. A section of this performance report must be completed by each grantee or sub-grantee that provided program services and activities. Grantee PPRs will be compiled by the State into a comprehensive report for federal submission. Each grantee or sub-grantee will be provided with a copy of the required PPR for completion.

Please note that section 307(b)(4) of FVPSA requires HHS to suspend funding for an approved application if any State applicant fails to submit an annual PPR or if the funds are expended for purposes other than those set forth under FVPSA guidelines. DCFS will suspend funding to any sub-grantee that fails to submit an annual PPR or if the funds are expended for purposes other than those set forth under this announcement.

### Audit Reports

For each grantee that enters into a contract with the State of Louisiana, there will be a statement in the contract regarding audit requirements expected by the contractor. At the time that this SFO is distributed, the following paragraphs are included in all Department of Children and Family Services contracts:

Contractor grants to the Agency, the State of Louisiana, through the Office of the Legislative Auditor, Office of the Inspector General, Federal Government and/or any other officially designated authorized representative of the Agency the right to audit, inspect and review all books and records pertaining to services rendered under this contract and the right to conduct on-site monitoring..

Social Service Contractor also agrees to comply with federal and/or state regulations and laws requiring an audit based on one or more of the following criteria:

(1) Any subrecipient contractor who expends \$500,000 or more in federal funds from all sources is required to have performed a single audit for that year under the provisions of OMB Circular A-133, Revised June 27, 2003, and Audits of States, Local Governments, and Non-Profit Organizations. Single audits shall be conducted in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States. The only exceptions to an annual audit are those exceptions indicated in Subpart B—Audits of OMB Circular A-133.

(2) Any subrecipient contractor who expends less than \$500,000 in federal funds from all sources and who is subject to the provisions of Louisiana Revised Statute 24:513 (State Audit Law), shall follow the guidance offered in the Louisiana Governmental Audit



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Guide (as Revised). Those who are subject to the provisions of Louisiana Revised Statute 24:513 include governmental, public or quasi-public agencies or bodies as defined by the Statute.

(3) Any subrecipient contractor who expends less than \$500,000 in federal funds from all sources and is not subject to the provisions of Louisiana Revised Statute 24:513 (State Audit Law), then no audit is required.

(4) Any subrecipient contractor who is a nongovernmental provider and receives \$100,000 or more per year of state funds via one or more cost reimbursement contracts, shall submit to the Agency source documentation (evidenced by invoices, cancelled checks, certified payroll sheets, etc.) to justify each payment request. Agency may at its discretion request that a contract compliance audit utilizing internal auditors, certified public accountant or the Legislative Auditor's office be performed. These provisions are cited at Louisiana Administrative Code Title 34: V: 134.

Contractor subrecipient is required to obtain approval of its engagement letter from the Legislative Auditor's office. This engagement letter approval process should begin at least ninety (90) days prior to the end of the Contractor's fiscal year. Contractor subrecipient shall inform the Agency thirty (30) days prior to the close of their fiscal year by way of written notification of the type of engagement (single audit, program audit, compilation/attestation, etc.), the fiscal year end of the engagement and the projected total of federal and/or state fund expenditures. If the cost of the audit is to be recovered through this contract, a budget showing that portion of the audit cost allocated to each federal and/or state funded program, contract or grant should be attached. Subrecipient contractor should be aware that there may be limitations on audit costs charged to certain federal and/or state programs based on total funding and other considerations.

*If a contractor or subcontractor is in noncompliance with the applicable regulatory authority (i.e. RS 24:513, Circular A133, CFR etc.) at the time of award, the contractor shall be deemed not in good standing with the Department, and therefore DCFS will not enter into a new contract at this time.*

### **MATCH REQUIREMENT**

Grantees shall be required to secure matching funds of twenty percent (20%) of the grantee's contract amount. Such matching funds may be in the form of cash, certified expenditures or in-kind contributions. Matching funds must be derived from *unduplicated sources* other than the Program or other federal funding and be provided after the date of the grant award to the recipient. *Funds used to match a previous DCFS, federal or other grant award may not be used to match a subsequent grant.* Match

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details must be included in the final grant budget. Grantees will be required to submit a letter to DCFS indicating that the grantee confirms the match requirement.

### **FUNDING RESTRICTIONS**

The following are not allowable costs:

Legal Services (including divorces, legal separations, custody and visitation);

Late payment fees;

Medical bills for victims (including medication costs);

Fundraising (including time or processing costs incurred in applying for or administering grant funds. Also includes time spent fundraising, advertising for fundraisers and resources purchased for fundraising events.);

Construction is not an allowable activity or expenditure;

Purchase of real property is not an allowable activity or expenditure.

### **REVIEW & EVALUATION**

**Respondents must mail or deliver an ORIGINAL application with all attachments, assurances and certifications to Kim Lacour, Program Coordinator, 627 North Fourth Street Iberville Building, Room 5-313, Baton Rouge, LA 70802. An electronic copy of the application with all attachments, assurance and certifications must also be sent to [kim.lacour@la.gov](mailto:kim.lacour@la.gov).** Applications will be reviewed by members of DCFS, LA Coalition Against Domestic Violence and if required, independent consultants. Documents on file in the LA Department of Children and Family Services, Family Violence Prevention & Intervention Program may be made available to the Fiscal Year 2013 – 2014 Review and Evaluation Team to help inform its decision-making process. LA Department of Children and Family Services is the final authority on funding determinations.

Applications must be submitted with the attachments stated in this Solicitation. Narrative information must be:

- Typed
- Double Spaced
- Minimum font size, New Times Roman, 12 Point Font
- Standard 8 ½" x 11" paper
- Consecutively numbered pages

*All applications must be complete. Any application not containing all information required in this SFO will not be considered for funding.*

*All applications are due on or before: June 4, 2013 at 4 pm to Kim Lacour, Program Coordinator.*

*Applications not received by the deadline will not be considered for funding.*



## TECHNICAL ASSISTANCE

If you have questions or would like technical assistance on completing the Application, please contact the LA Department of Children and Family Services, Family Violence Prevention & Intervention Program at 225.342.2400 during normal business hours. A Technical Assistance Conference will be held on Tuesday, May 21, 2013 from 10am-12pm in Room 1-136 at DCFS 627 N. Fourth St, Baton Rouge, Louisiana.

## STATED CRITERIA FOR ELIGIBILITY

**Eligible programs** are those that have experience working in family violence programmatic services and provide all of the following family violence core services:

- *24-hour emergency shelter or shelter referral with assistance for transportation as needed*
- *Counseling*
- *Safety planning*
- *Court advocacy*
- *Protective orders*
- *Education and training*
- *Children's services*
- *Outreach and community education*
- *Advocacy*
- *Referrals and Information*

**Eligible programs** must:

- Have as a primary purpose of providing assistance to victims of family violence.
- Be locally administered by a public or private nonprofit organization.
- Participate fully in the Louisiana Family Violence Quality Assurance Standards program.
- Demonstrate that it can provide advocacy, shelter or referral to safe shelter, support programs and educational/awareness programs.
- Provide mandatory 40 hours of domestic violence training to staff.
- Be able to provide services in all parishes indicated in application, including access points in each parish served.
- Provide best practices including Coordinated Care and Trauma Informed Care.
- Be able to raise additional funds outside of DCFS funding, including demonstration of a diverse funding strategy.
- Have a system in place that collects and manages family violence, domestic violence and/or dating violence related data.
- Demonstrate collaborative partnerships with other Family Violence providers.

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- Meet all other applicable State and Federal Requirements as stated in this SFO.
- Adhere to *Louisiana Family Violence Program Quality Assurance Standards* as indicated in the Quality Assurance Process. These are exemplary practices for professional services, management and operations.
- A detailed two-year *Quality Assurance Process* includes self-study, peer review, site visits/reports and action plans. This strengthens programs, assures quality and promotes continuous improvement.

Documents on file in the LA Department of Children & Family Services, Family Violence Prevention & Intervention Program may be made available to the Fiscal Year 2013 – 2014 Review and Evaluation Team to help inform decision-making.

### **ADDITIONAL INFORMATION ON ELIGIBILITY**

**DUNS (Universal Identifier Number) Requirement** Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and sub-recipients must have a DUNS number *at the time of application* in order to be considered for a grant. A DUNS number is required for every application. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>.

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S.: 1-866-705-5711 Monday - Friday 7 a.m. to 8 p.m., CST

**Central Contractor Registration (CCR) Requirement** Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions. Effective October 1, 2011 HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, *or receive sub-awards directly from recipients of those grant funds to:*

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.
- ACF is prohibited from making an award until an applicant has complied with these requirements.



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At the time an award is ready to be made, if the intended recipient has not complied with these requirements, DCFS:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award.

CCR registration may be made online at [www.ccr.gov](http://www.ccr.gov) or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which a grantee has an active award or an application under consideration. Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

### **ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>. An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

#### **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins. A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may



retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations are available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the Administration for Children & Families: Toolkit for Faith-based and Community Organizations.

**Requirements for Drug-Free Workplace** The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR Part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR Part 382.225.

**Debarment and Suspension** HHS regulations published in 2 CFR Part 376 implement the government-wide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

**Pro-Children Act** The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if



such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

## **APPLICATION REQUIREMENTS**

### **Content of Application Submission**

Applications must be submitted by the Chief Executive Officer, Executive Director, or President of the Board and must contain the following information or documentation:

**(1) Data Sheet:** The name and complete address of the agency; the name and contact information for the official designated as responsible for the administration of program and activities relating to family violence, domestic violence, and dating violence that are carried out and for coordination of related programs within the agency; the name and contact information for a contact person if different from the designated official; agency DUNS number; signature of designated official.

**(2) Organizational Chart and Position Description:** Applicant organization must submit a current, up dated agency organizational chart with position descriptions. If an applicant is a member of an umbrella agency, the applicant should submit both the umbrella and the program organizational chart. Position Descriptions can be submitted for the applicant organization only.

**(3) Board Resolution:** Documentation indicating that the Board has reviewed the Louisiana Family Violence Quality Assurance Standards; and the application submitted under this SFO has been reviewed and approved by a quorum of the Board members. This document must be signed and dated by the President/Chairperson of the governing Board.

**(4)** Indicate the parishes the grantee is applying to serve. With parishes indicated, include a description of how the grantee plans to use the grant funds; a description of the target populations; the number of shelters to be funded and justification for multi shelters; the number of non-residential programs to be funded; the services the grantee will provide in each parish; the number of staff and percentage of time to serve the parish; and the expected results from the use of the grant funds. Provide as much detail as possible on services and staffing for each parish and collaborative partnership with other Family Violence providers. Parish services should be proportionate to statistics of the area. Also indicate if services are currently being provided in the selected parishes.

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If services are not currently being provided in the selected parishes, application must indicate services start date.

**(5)** A plan describing how the grantee will provide trauma-informed services for victims and children exposed to family violence, domestic violence, or dating violence, underserved populations and victims who are members of racial and ethnic minority populations.

**(6)** A plan describing in detail how the needs of underserved populations will be met. "Underserved populations" include populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigration status, or age), and any other population determined to be underserved by the grantee's planning process. The grantee's plan should:

a) Identify which populations in the service area are currently underserved, and the process used to identify underserved population; describe those that are being targeted for outreach and services; and provide a brief explanation of why those populations were selected to receive outreach and services.

b) Describe the outreach plan, including the domestic violence training to be provided, the means for receiving technical assistance and support, and the leadership role played by those representing and serving the underserved populations in question.

c) Describe the specific services to be provided or enhanced, including new shelters or services, improved access to shelters or services, or new services for underserved populations such as victims from communities of color; immigrant victims; lesbian, gay, bisexual, or transgender (LGBT) individuals; adolescents; at-risk youth or victims with disabilities.

d) Describe the plan describing how the grantee will involve community-based organizations whose primary purpose is to provide culturally appropriate services to underserved populations.

e) Describe how law enforcement officials, educators, relevant counseling services and the general public will be educated and trained on the problem of statutory rape.

**(7)** A description of collaborations and anticipated outcomes (including timelines and specific activities that lead to desired outcomes) for providing information to entities in such fields as housing, health care, mental health, social welfare, or business to support the development and implementation of effective policies, protocols, and programs that



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address the safety and support needs of adult and youth victims of family violence, domestic violence, or dating violence.

**(8)** A description of work and anticipated outcomes (including timelines and specific activities that lead to desired outcomes) to encourage appropriate responses to cases of family violence, domestic violence, dating violence against adults or youth, and statutory rape including by working with judicial and law enforcement officers, educators and the general public.

**(9)** A description of activities and anticipated outcomes (including timelines and specific activities that lead to desired outcomes) associated with working with child protective service agencies, and children's advocates to develop appropriate responses to child custody and visitation issues in cases of child exposure to family violence, domestic violence, or dating violence, and in cases in which family violence, domestic violence, or dating violence is present and child abuse is present.

**(10)** A description of work and anticipated outcomes (including timelines and specific activities which lead to desired outcomes) to provide information to the public about prevention of family violence, domestic violence, and dating violence, including information targeted to underserved communities; examples of such communities include, but are not limited to, LGBT communities, adolescents, men, and immigrants.

**(11)** Provide complete documentation of policies, procedures, and protocols that ensure the confidentiality of records pertaining to any individual provided family violence prevention services by any DCFS-supported program will be maintained; and the address or location of any DCFS-supported shelter will not be made public without the written authorization of the person or persons responsible for the operation of such shelter.

**(12)** The following documentation that certifies the status of the grantee must be included in the grant application:

- a) A copy of a currently valid 501(c)(3) certification letter from the IRS stating private, non-profit status; or a copy of the applicant's listing in the IRS' most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code;
- b) Certification from Louisiana's Secretary of State documenting good standing;
- c) A list of the applicant current Board of Directors, with each individual's organizational affiliation and the Chairperson identified;
- d) Documentation of membership, membership status, and participation with the Louisiana Coalition Against Domestic Violence may be provided, but not mandatory.

## **SUBCONTRACTING INFORMATION**

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the SFO and proposal. This general requirement notwithstanding, applicant may enter into subcontractor arrangements, however, prime contractor should acknowledge in their proposals total responsibility for the entire contract.

If the applicant intends to subcontract for portions of the work, the applicant should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime contractor shall be the single point of contact for all subcontract work. Subcontractors must meet the same standards as the prime contractor.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

## **BUDGET**

The Budget for the Family Violence Prevention and Intervention Program requires a detailed worksheet and narrative sheet. This sheet should include a complete description of Categories, Cost, and a narrative which justifies the cost and purpose. The Guidelines and attached Sample are to be used as a guide for developing the worksheet and narrative. The actual worksheet and narrative should be specific to the individual program. See Appendix C for budget worksheet.

### **Guidelines:**

1. The attached worksheet and narrative is a suggested sample that can be used for developing the program budget. NOTE: This form is not a required format, but can be used as a guide to the information required in the budget.
2. The Budget should represent the one year grant period from July 1 through June 30.
3. Categories for Family Violence Programs include: Personnel, Travel (<http://www.doa.louisiana.gov/osp/travel/travelpolicy/2012-13pocketguide.doc>), Operating, Supplies, Equipment, Other
4. Line items within the categories should identify the parishes that will be served by the line item.
5. Line item costs should identify specific details on how a cost was determined.



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6. Personnel line items that are partially funded by the Family Violence Program should identify the source(s) of funding for the remaining cost of that line item.
7. Narrative sections of the Budget should include details of how the cost was determined, what items or services are included, where the services will be delivered, or how the items will be used.
8. All Family Violence contracts require a **twenty percent (20%)** match by the grantee. The final contract budget will require the grantee to identify match funding sources. It is recommended to identify matching sources in the application budget.

### **ASSURANCES**

Each application must provide signed copy of the assurances (See *Appendix A*).

### **CERTIFICATIONS**

All applications must submit or comply with the required certifications found in the Appendices as follows:

**Certification Regarding Lobbying (See *Appendix B*)**

Applicants must furnish an executed copy of the *Certification Regarding Lobbying*, prior to the award of the grant.

**Standard Form (SF)-LLL Disclosure of Lobbying Activities**

The filing of this form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

This disclosure form must be completed and filed by the reporting entity, whether sub awardees or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352.

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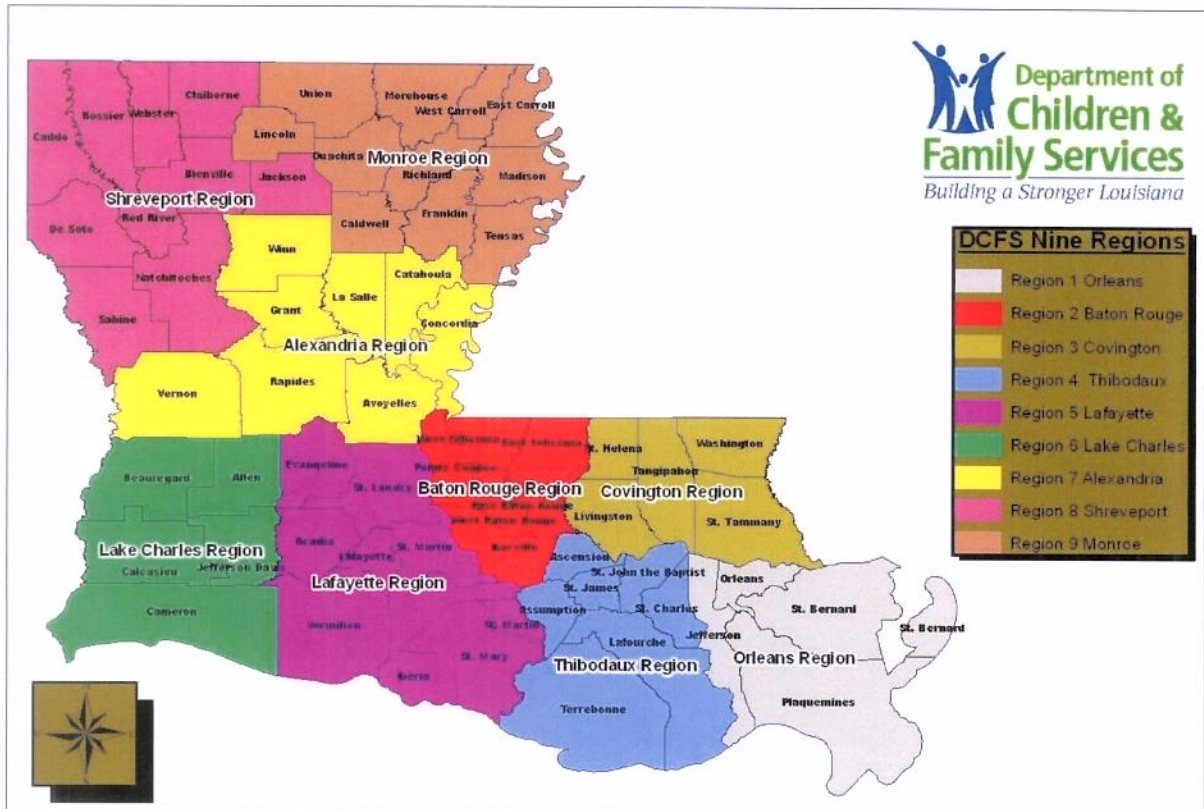
**SERVICE DELIVERY:** It is the preference of DCFS that applicants select a specific region within the state and then indicate which parishes within the region the applicant is applying to serve. It is preferable that the parishes the applicant desires to serve do not cross regional boundaries. Consideration will be given if the applicant requests to cross regional boundaries if there are no other available providers to serve the requested parish. See chart of regional breakdown below.

Region #	Region Name	Parish (Population)		Regional Population
1	Orleans	Jefferson (432,552) Orleans (343,829)	Plaquemines (23,042) St. Bernard (35,897)	835,320
2	Baton Rouge	E. Baton Rouge (440,171) East Feliciana (20,267) Iberville (33,387)	Pointe Coupee (22,802) West Baton Rouge (23,788) West Feliciana (15,625)	556,040
3	Covington	Livingston (128,026) St. Helena (11,203) St. Tammany (233,740)	Tangipahoa (121,097) Washington (47,168)	541,234
4	Thibodaux	Ascension (107,215) Assumption (23,421) Lafourche (96,318) St. Charles (52,780)	St. James (22,102) St. John (45,924) Terrebonne (111,860)	459,620
5	Lafayette	Acadia (61,773) Evangeline (33,984) Iberia (73,240) Lafayette (221,578)	St. Landry (83,384) St. Martin (52,160) St. Mary (54,650) Vermilion (57,999)	638,768
6	Lake Charles	Allen (25,764) Beauregard (35,654) Calcasieu (192,768)	Cameron (6,839) Jefferson Davis (31,594)	292,619
7	Alexandria	Avoyelles (42,073) Catahoula (10,407) Concordia (20,822) Grant (22,309)	LaSalle (14,890) Rapides (131,613) Vernon (52,334) Winn (15,313)	309,761
8	Shreveport	Bienville (14,353) Bossier (116,979) Caddo (254,969) Claiborne (17,195) DeSoto (26,656)	Jackson (16,274) Natchitoches (39,566) Red River (9,091) Sabine (24,233) Webster (41,207)	560,523
9	Monroe	Caldwell (10,132) East Carroll (7,759) Franklin (20,767) Lincoln (46,735) Madison (12,093) Morehouse (27,979)	Ouachita (153,720) Richland (20,725) Tensas (5,252) Union (22,721) West Carroll (11,604)	339,487
<b>Totals:</b>				<b>4,533,372</b>

Source of information obtained from 2010 Census



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## **Appendix A**

### **Assurances of Compliance with Grant Requirements**

The undersigned grantee certifies that:

**(1)** Grant funds under the Family Violence Prevention Services Act (FVPSA) will be distributed to local public agencies, or nonprofit private organizations (including faith-based and charitable organizations, community-based organizations, and voluntary associations), that assist victims of family violence, domestic violence, or dating violence (as defined in this announcement), and their dependents, and have a documented history of effective work concerning family violence, domestic violence, or dating violence.

**(2)** Grant funds will be used for programs and projects within the State that are designed to prevent incidents of family violence, domestic violence, and dating violence by providing immediate shelter and supportive services and access to community-based programs for adult and youth victims as well as specialized services for children exposed to domestic violence, underserved populations and those who are members of racial and ethnic minority populations (as defined in this announcement).

**(3)** In distributing the funds, the grantee will give special emphasis to the support of community-based projects of demonstrated effectiveness carried out by non-profit, private organizations, particularly for those projects where the primary purpose is to operate shelters for victims of family violence, domestic violence, and dating violence, and their dependents or those which provide counseling, advocacy, and self-help services to victims of family violence, domestic violence, and dating violence, and their dependents.

**(4)** Not less than 70 percent of the funds distributed shall be for the primary purpose of providing immediate shelter and supportive services to adult and youth victims of family violence, domestic violence or dating violence, and their dependents, as described in this announcement.

**(5)** Not less than 25 percent of the funds distributed shall be for the purpose of providing supportive services and prevention services as described in this announcement, to victims of family violence, domestic violence, or dating violence, and their dependents.

**(6)** The grantee is in compliance with the statutory requirements of this announcement, regarding the equitable distribution of grants and grant funds between urban and rural areas.



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**(7)** The grantee will consult with and participate with the State Domestic Violence Coalition in training and technical assistance for the administration of the grant programs and projects.

**(8)** Grant funds made available under this program will not be used as direct payment to any victim of family violence, domestic violence, or dating violence, or to any dependent of such victim.

**(9)** No income eligibility standard will be imposed on individuals with respect to eligibility for assistance or services supported with funds appropriated to carry out the FVPSA.

**(10)** No fees will be levied for assistance or services provided with funds appropriated to carry out the FVPSA.

**(11)** The address or location of any shelter or facility assisted under the FVPSA that otherwise maintains a confidential location will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public.

**(12)** The applicant has established policies, procedures and protocols to ensure compliance with the provisions regarding non-disclosure of confidential or private information.

**(13)** Pursuant to FVPSA Section 306(c)(5), additional legal requirements have been added. As the applicant will comply with requirements to ensure the non-disclosure of confidential or private information which include but are not limited to:

- a. Grantees will not disclose any personally identifying information collected in connection with services requested (including services utilized or denied), through grantee's funded activities or reveal personally identifying information without informed, written, reasonably time-limited consent by the person about whom information is sought, whether for the FVPSA funded activities or any other Federal or State program (additional consent requirements have been omitted but see Section 306(c)(5)(B)(ii)(I) for additional requirements);
- b. Grantees will not release information compelled by statutory or court order unless adhering to the requirements of Section 306(c)(5)(C);
- c. Grantees may share non-personally identifying information in the aggregate for the purposes enunciated in Section 306(c)(5)(D)(i) as well as for other purposes found in Section 306(c)(5)(D)(ii) and (iii).

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**(14)** Grants funded by the State in whole or in part with funds made available under the FVPSA will prohibit discrimination on the basis of age, disability, sex, race, color, national origin, or religion as described in Section 306(c)(2).

**(15)** Receipt of shelter and/or supportive services under the FVPSA will be voluntary. No condition will be applied for the receipt of emergency shelter as described in Section 308(d)(2)).

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**Signature**

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**Title**

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**Organization**



## **Appendix B**

### **CERTIFICATION REGARDING LOBBYING**

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

DCFS Family Violence Prevention and Intervention Program  
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**Signature**

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**Title**

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**Organization**



DCFS Family Violence Prevention and Intervention Program  
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**APPENDIX C-Budget**

DSS Family Violence Program/Family Violence Prevention & Intervention Program  
P.O. Box 3318 / Baton Rouge, LA 70821

FY 2013 - 2014 **APPROVED BUDGET SUMMARY (1)**

<b>NAME OF CONTRACTOR:</b>
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COST CATEGORY	CHILDREN'S SERVICES	OTHER SERVICES	TOTAL REQUEST	% OF TOTAL BUDGET
1) PERSONNEL				
2) TRAVEL				
3) OPERATING EXPENSES				
4) SUPPLIES				
5) EQUIPMENT				
6) OTHER				
TOTAL				

**NON ALLOWABLE COSTS**

- Out-of-state travel
- Organizational dues other than maximum of \$250 LCADV dues
- Direct payments to clients for utility or other deposits, food, clothing, etc.
- Car insurance
- Staff gifts and flowers
- Board and/or staff liability insurance



## DSS Family Violence Program/Family Violence Prevention &amp; Intervention Program

P.O. Box 3318 / Baton Rouge, LA 70821

FY 2013--2014 APPROVED BUDGET PERSONNEL - SALARIES & FRINGE (2)

NAME OF CONTRACTOR:

[illegible]

## ALLOWABLE COSTS - PERSONNEL - SALARIES &amp; FRINGE

Staff Salaries: Full & Part-Time Salaries, including hourly wages for relief workers.

Fringe Benefits: FICA or Retirement (NOT BOTH), Worker's Compensation, Unemployment Compensation, Health/Dental, Life and Disability Insurance

















DSS Family Violence Program/Family Violence Prevention & Intervention Program  
P.O. Box 3318 / Baton Rouge, LA 70821

**FY 2013 - 2014 PROPOSED TOTAL BUDGET ALL SOURCES (8)**

NAME OF CONTRACTOR:

DSS/FV/PI	TOTAL DSS/FV/PI	TOTAL LCLE	ESG	UNITED WAY	IOLTA	FEMA	OTHER FEDL GRANTS/AWARDS	OTHER PRIVATE	MUNICIPAL PARISH	TOTAL BUDGETED
PERSONNEL										
TRAVEL										
OPERATING										
SUPPLIES										
EQUIPMENT										
OTHER										
TOTAL										

**TOTAL DSS/FV/PI**

Includes State General Fund, Federal Funds, Marriage License & Civil Fees awarded by DSS

**TOTAL LCLE**

Includes Federal Funds & Other Revenues awarded/administered by the LA Commission on Law Enforcement

**ESG**

Emergency Shelter Grants (ESG) from Department of Social Services (DSS)

**IOLTA**

Interest on Lawyer's Trust Account

**FEMA**

Disaster-related, other grants & awards by the Federal Emergency Management Agency (FEMA)

**OTHER STATE**

Includes State General Fund, Federal Funds, Other Revenues from Any State Department or Agency - Not DSS or LCLE

**GRANTS**

Includes all grants & awards from private individuals, foundations, special fundraising sources

**OTHER PRIVATE**

All appropriations, grants & awards from local government -- municipal or parish

**MUNICIPAL**

This is Worksheet No. 8 of 8 Worksheets Total.

**PROGRAM APPLICATION**

**\*\*\* Place this page as the first page of your application\*\*\***

**Section A – Identification & Narrative**

***Program Identification***

- ☐ Data Sheet
- ☐ Organization Chart & Position Descriptions
- ☐ Board Resolution

***Proposal Narrative***

- ☐ Parish data, services, staffing and names of subcontractors if applicable
- ☐ Children Exposed to Violence
- ☐ Underserved Populations
- ☐ Collaboration with housing, healthcare, mental health systems
- ☐ Collaboration with legal and law enforcement systems
- ☐ Collaboration with child protective services
- ☐ Community information for LGBTQ, men, immigrant populations
- ☐ Information to address community policies

***Narrative Attachments***

- ☐ Policies and Procedures for Confidentiality
- ☐ IRS 501(c)(3) Letter
- ☐ Secretary of State “Good Standing” Certificate
- ☐ LA Coalition Against Domestic Violence Membership Status Letter
- ☐ Board of Director’s list
- ☐ Service Delivery Sheet (parishes) names of subcontractors if applicable

**Section B-Certifications & Assurances**

- ☐ Compliance with Grant requirements (Appendix A)
- ☐ Certification Regarding Lobbying (Appendix B)
- ☐ DUNS and CCR

**Section C-Detailed Budget Worksheet and Narrative**

- ☐ Personnel-Salaries & Fringe
- ☐ Travel
- ☐ Operating Expenses
- ☐ Supplies
- ☐ Equipment
- ☐ Other Expenses
- ☐ Total Budget All Sources